



HABERDASHERS'
ASKE'S

**KNIGHTS
TEMPLE GROVE**

2020-21 Site Supervisor – Part Time Candidate Briefing Pack

Haberdashers' Aske's Knights Temple Grove



www.habsknightstg.org.uk

Welcome from our Principal

Dear Candidate,

May I take this opportunity to thank you for expressing an interest in the post of Site Supervisor – Part Time at Knights Temple Grove primary school, part of the Haberdashers' Aske's Temple Grove cluster of schools. This is an exciting opportunity for you to embark on a new role within our Multi Academy Trust.

Haberdashers' Aske's Federation is a Multi-Academy Trust of nine schools, (four secondary and five primary), supported by a Teaching School. These are currently organised as four 'clusters', Knights Temple Grove is part of the Knights cluster which provides schooling for children aged 3-18 with over 1400 children in two schools: Knights Academy (secondary), Knights Temple Grove (primary).

We provide targeted support and a broad education to enable each and every one of our children to reach their full potential and to grow into well-rounded members of our community and aim to ensure all the children and young people who come to our schools:

- Are happy and safe at school and are able to learn successfully within a supportive environment
- Are able to achieve their full potential personally, academically and socially.
- Develop and grow as independent, resourceful and resilient individuals.
- Are equipped with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults.

We are very proud of our school and Federation - it is a uniquely exciting place to be. You will be joining a highly motivated and successful team, receive excellent CPD, and be able to teach enthusiastic children who have a love of learning.

We have high expectations for all our pupils and attainment and progress is at least in line with national expectations across all phases and subjects. This is because we focus on delivering high quality learning experiences through great teaching and a curriculum which our children love.

I hope that this brief information, alongside the recruitment details, encourages you to decide to apply to join us in our exciting current phase of development. Should you have any queries or want to come and visit our school, please do not hesitate to contact me.

Kindest regards

Jason Ofori
Principal
Haberdashers' Aske's Knight Temple Grove

Our Trust



About Haberdashers' Aske's Federation

Haberdashers' Aske's Federation is a Multi-Academy Trust of nine schools, (four secondary and five primary), supported by a Teaching School. These are currently organised as four 'clusters', Knights Temple Grove is part of the Knights cluster.

A cluster leader oversees the central services provision of the cluster, to ensure that all schools within it are supported well.

Our principal sponsor is the Worshipful Company of Haberdashers, who are very generous in their support. Put simply, our mission is to ensure that each of our schools offer a great education and are great places to work.

Each of our schools serve their local communities in Southwark, Lewisham and Bexley. As a Federation, we can offer more to all staff and students than any single school could offer alone. This 'Haberdasher's Advantage' ensures that the opportunities presented by working and learning at a Haberdasher's Aske's Federation school, are truly exceptional.

Whilst each of our schools maintains its individuality and serves its' unique context, we share a common vision as a group of schools: 'To support our staff and young people to be the best they can possibly be.' In this complex world, we need our young people to develop as compelling individuals – ready and able to take their place in the world with confidence. We know that education matters to the life chances of all young people, particularly those from disadvantaged backgrounds. We believe that each and every child and young person can and will succeed.

To find out more about Haberdashers' Aske's Federation, please go to: www.habsfed.org.uk

Our Vision



Federation wide vision

Our vision is built from our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect. We are forward-looking and value innovation, but always within the context of our long tradition of providing excellent education.

Based upon these values we aim to ensure all the children and young people who come to our schools:

- Are happy and safe at school and are able to learn successfully within a supportive environment.
- Are able to achieve their full potential personally, academically and socially.
- Develop and grow as independent, resourceful and resilient individuals.
- Are equipped with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults.

We will achieve these aims by providing a safe environment where all children and young people can succeed and through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel.
- Excellent teaching, leading to the highest standards of academic excellence.
- The best standards of behaviour based upon our values of mutual respect, self-discipline and self-confidence.
- A respect for tradition that embraces innovation and challenge. High expectations of every member of our community

Our Sponsors



**The Worshipful Company
of Haberdashers**

The Worshipful Company of Haberdashers

Our heritage dates as far back as the 1680s. A haberdasher, Robert Aske, left a substantial sum to build a school and educate 20 disadvantaged boys – giving them the chance to better themselves and lead fulfilling lives.

The Haberdashers' Company is one of the Great Twelve Livery Companies of the City of London. Education is of prime importance to the Haberdashers' Company and today there are more than 12,000 children and young people in the Haberdashers' family of schools that benefit from the relationship.

The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers pupils in the Haberdashers' schools something truly unique.

Find out more: www.haberdashers.co.uk



**Temple Grove
Schools Trust**

Temple Grove Schools Trust

Temple Grove Schools Trust is a charitable trust dedicated to raising standards for primary education. The Trust was founded some 50 years ago and springs from one of the country's oldest prep schools, Temple Grove founded in 1810. The Trust seeks to provide all children with a breadth and depth of learning opportunities in order to realise individual aspirations and potential.

Our primary schools are extremely fortunate to have a partnership with the Temple Grove Schools Trust. Schools benefit from bursaries that allow us the opportunity to give our children learning experiences they may not get at other schools; including music lessons, professional coaches and multiple trips.

Find out more: www.templegrove.org.uk

"Being a member of staff at Knights Temple Grove is a privilege. The teachers and support staff are all supportive and dedicated professionals.

The children we work with are caring and hard working. The people really make this school a great place to work."

**Mr Allmark, Year 6 Teacher and Mathematics Lead,
Haberdashers' Aske's Knights Temple Grove**



Job Role

Job Title:	Site Supervisor
Contract Length:	Permanent, Part-Time, 27.5 hours per week, 52 weeks
Salary:	Band 3 Point 9 (£22,671 pro rata – effective salary £17,812)
School/ Service:	Haberdashers' Aske's Knights Temple Grove
Location:	Ballamore Road, Bromley
Accountable to:	Principal

About the role

The Site Supervisor will work as part of a team of post-holders to provide general maintenance of the school buildings and outside areas for staff and students as well as ensure the provision of a safe, clean, warm, tidy and secure environment for students, staff and authorised visitors.

Applicants need to be conscious and accept that there may be some travelling between the primary and secondary school.

The post holder will work as part of the Site Supervisor team, responsible to the Senior Site Supervisor and the Business Manager. They will be able to call on support with his/her responsibilities from other members of the Academy Services team as required and will also be expected to support other members of the team with their responsibilities when this is necessary.

The Site Supervisor will ensure to maintain the appearance of all internal and external areas, complete a general clean of occupied areas and ensure that staff, contractors and other authorised persons are given assistance where necessary in terms of access around the site.

The role is available on a part-time basis of 27.5 hours per week on a 52 weeks per year basis, start time 13:00pm and finishing at 18:30pm.

Key responsibilities of the role

The Site Supervisor will be responsible:

- To secure all buildings, offices and classrooms as required.
- To ensure all intruder alarms are properly operated.
- To control the use of keys around the site.
- To take reasonable steps to minimise loss of or damage to property on site.
- To ensure as far as possible that staff, contractors and other authorised persons are given assistance where necessary in terms of access around the site.
- To check that contractors and other authorised persons can be identified through the use of official badges issued from the school office.
- To maintain the appearance of all external areas, paths and roadways.
- To complete a general clean of occupied areas on completion of any supervised meetings or lettings.
- To manage and control on-site waste, other refuse and oversee skip hire.
- To ensure appropriate action is taken to keep drains, gullies, w.c. pans, cisterns, urinals and sinks free from blockage and properly maintained.
- To clean up and dispose any spillage and all forms of bodily waste as soon as possible and in accordance with Health & Safety guidelines.
- To regularly check and report where necessary the condition of all windows, doors, lights, clocks, pictures, noticeboards and other fittings.
- To ensure that all equipment faults are reported to the appropriate person.
- To operate heating and other systems for supervised lettings.
- To ensure that arrangements are made to minimise the effects of any heating and lighting failures, pending their proper repair.
- To replace lamps, tubes and other light fittings, where possible, when failure occurs.
- To replace or reset fuses as necessary
- To ensure that all work areas, particularly those associated with fire escape routes, are kept free from obstructions.
- To ensure that all items of fire-fighting equipment are located in appropriate positions and to inform the appropriate person when this equipment has been either used or damaged.
- To ensure that snow and ice is cleared in order to maintain entrance, exit and walkways to all buildings for pedestrians, essential delivery or emergency vehicles.
- To ensure that goods and materials are properly received, checked against delivery notes and delivered to their place of use or storage as soon as possible.
- To undertake and assist with all areas of general maintenance and repairs throughout the site, whilst ensuring attention is paid to health & safety at all times.
- To undertake and assist in any specialist works throughout the site providing the appropriate qualifications and permissions for these operations are current and in place.
- To complete all administrative work as directed, including risk assessments, accident and incident reports, maintenance and servicing reports and any other statutory, health and safety documentation as required during the execution of your duties.
- To liaise with contractors onsite and ensure they are complying to Health and Safety standards
- To receive, distribute and relocate furniture and equipment around the site where necessary and when requested.
- To notify the appropriate person upon discovery of pest and vermin within the boundaries of the site.
- To be available for overtime as and when required and with the appropriate advance notice.
- To ensure that goods and materials are properly received, checked against delivery notes and delivered to their place of use or storage as soon as possible..
- To receive, distribute and relocate furniture and equipment around the site where necessary and when requested.
- To notify the appropriate person upon discovery of pest and vermin within the boundaries of the site.
- On occasions to drive the Academy minibuss
- To be available for overtime as and when required and with the appropriate advance notice.
- To be available for evening or weekend events taking place at the school sites
- Other reasonable duties as required by your Line Manager

Key responsibilities of the role

General

- To keep up to date with all the policies and procedures of the Federation as they impact on this post or as they impact on all employment matters.
- Promote equal opportunities and inclusion, addressing immediately should this fall short in their School
- Promote the single Federation ethos.
- Promote the school's commitment to the continued professional development of all staff.
- Undertake any duties as may reasonably be required by the Principal or CEO.
- Work within the school's framework with regard to Health and Safety.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- Report any Safeguarding concerns in accordance with Federation Safeguarding Policy

Knowledge, skills and experience



Education and Training

- GCSE English & Maths
- A health and safety qualification e.g. IOSH, is desirable, but not essential
- Clean Driving Licence

Experience

- Good written and oral communications skills.
- Experience of working with site staff to achieve effective operation of facilities
- Experience of caretaker role or site support role concerning cleaning and facilities operations
- Experience of working on building projects
- Time Management and prioritisation of workload abilities.
- Ability to work without direct supervision and lead a team

Knowledge and Skills

- Practical/handyperson skills to undertake general building maintenance
- Is committed to personalised learning
- Confident and effective when communicating at all levels and facilitating discussions with individuals and groups with patience and diplomacy
- Is a 'can do' person who works positively and collaboratively
- Will be able to demonstrate professionalism of the highest order
- Will demonstrate the ability to work within teams
- Ability to think on your feet, react quickly and effectively to potential situations and use initiative on a continuous basis to communicate
- Ability to multi task, work under pressure and handle a diverse workload
- Commitment to safeguarding and promoting the welfare of children and young people

Why Haberdashers?

We're proud of our people. Bound by the Haberdashers name, our inclusive community in the heart of South East London is alive with diverse backgrounds, personalities and passions. We are building a culture where pupils, parents, teachers and staff selflessly serve each other, centred on traditional values and behaviours. When you become a part of Haberdashers', you find a place where you belong.

Working in education is not always an easy task. We see the effort, the creativity, the hours our staff put in. We show our appreciation by:

Providing talent development opportunities

We want the best people to join the Haberdashers' community because they are ambitious, talented and want to make a difference to children and young people. The Haberdashers' Trust is committed to the continuing professional development of all staff.

Providing a good pension

When you join the Haberdashers' community, you can join an excellent Pension scheme, either the Teachers' Pension scheme or the Local Government Pension Scheme depending on your role.

Offering flexible working

We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements.. We are able to consider all requests for flexible working after 26 weeks of continuous service

Supporting your health and wellbeing

Balancing everyday life with the requirements of work and home can create pressures for all of us. Work is a large part of people's lives. We support a, healthy work environment that is conducive to a healthy lifestyle. All employees have free access to a 24-hour confidential counselling service, designed to help staff deal with a range of personal and general problems.

Actively promoting equality and diversity

We are committed to promoting an equal, diverse and inclusive community. We want the best people in our schools regardless of age, disability, gender, gender identity, race, religion or belief, sexual orientation, pregnancy and family or marriage and civil partnership. We are particularly keen to receive applications from candidates from historically under-represented and minority groups

“When I began my role within Knights Temple Grove I felt immediately welcomed and supported. All of the staff where kind and helpful which helped me to settle in quickly and enjoy my new role. I have enjoyed getting to know the children who are wonderfully delightful, and I always look forward to seeing what each new day brings.”

**Miss A Langton, SEND Administrator,
Haberdashers' Aske's Knights Temple Grove**



Recruitment process and additional recruitment information

Closing date: Friday 29th January 2021, 12pm

Interview date: week beginning 2nd February 2021

Start date: February/March 2021

Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- A written task
- Classroom visit (including with staff and students)
- Panel Interviews on a variety of topics

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing federation@haaf.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

References: Before you are invited to interview, we will obtain references from your referees. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



HABERDASHERS'
ASKE'S

**KNIGHTS
TEMPLE GROVE**

For an informal discussion about this post,
more information or to arrange a visit,
please contact: knightshr@haaf.org.uk

Thank you for your interest in
Haberdashers' Aske's Knights Temple
Grove. We look forward to receiving your
application.